	ARIZONA DEPARTMENT OF RACING Policy and Procedure	
	Subject Statement of Citizenship and Alien Status Policy	Policy Number 09-045
		Effective Date 08/01/08
Supersedes: All Department of Racing's prior statement of citizenship and alien status policies and procedures.		

INTRODUCTION

This policy establishes procedures relating to the verification of citizenship and alien status of applicants for a Department of Racing license.

POLICY


Unless otherwise stated in this policy, the Department of Racing (Department) shall require all individuals applying for a Department of Racing license to present evidence demonstrating lawful presence in the United States at the time of application as required by A.R.S. § 1-501.

A. DOCUMENTATION SUBMISSION REQUIREMENTS

1. Applicants for an Arizona racing license, on or after the effective date of this policy, shall complete the Statement of Citizenship and Alien Status form and provide a document, acceptable to the Department, which demonstrates lawful presence in the United States at the time of application.
2. Acceptable documentation includes a document listed on form ADR 234, Evidence of U.S. Citizenship, U.S. National Status, or Alien Status, or any other document approved by the Department that demonstrates lawful presence in the United States.
3. Applicants must provide picture identification, acceptable to the Department, if the qualifying document has no picture.
4. License applicants who fail to provide acceptable documentation will not be issued a license.
5. Individuals who have a National Racing Compact license and apply for an Arizona racing license must comply with the provisions of this policy.
6. Applicants who are residents of other countries are exempt from this requirement unless they are physically present in Arizona at the time of application.

DOCUMENTATION RETENTION

7. The Department of Racing shall place a copy of the documentation provided by a license applicant in the applicant's license file with the completed application and Statement of Citizenship and Alien Status.
8. Compliance with documentation submission requirements shall be noted in the Department's licensing database and shall be available for reference and confirmation if an individual applies for additional or renewal licenses.
9. A licensee who complies with the initial request for document submission shall not be required to resubmit documentation unless the documentation submitted includes an expiration date which has expired at the time of re-licensing.
10. It is the responsibility of the license applicant to advise the Department of any change in citizenship or alien status and to provide the Department with a copy of new or renewed documents evidencing their status.


Luis A. Marquez, Acting Director 7/15/08
Date